



BOB RILEY  
GOVERNOR

STATE OF ALABAMA  
**DEPARTMENT OF MENTAL HEALTH  
AND MENTAL RETARDATION**  
RSA UNION BUILDING  
100 N. UNION STREET  
POST OFFICE BOX 301410  
MONTGOMERY, ALABAMA 36130-1410



JOHN M. HOUSTON  
COMMISSIONER

**ANNOUNCEMENT OF INTENT TO FILL A NON-MERIT POSITION  
EQUAL OPPORTUNITY EMPLOYER**

**JOB TITLE:** Facility Director I **NUMBER:** 09-05  
**JOB CODE:** A4500 **DATE:** June 17, 2009  
**SALARY RANGE:** 86 (\$80, 287 – \$122,232) **PCQ#:** 8800459  
**JOB LOCATION:** Taylor Hardin Secure Medical Facility  
1301 Jack Warner Parkway, NE  
Tuscaloosa, Alabama 35404

**QUALIFICATIONS:** Masters degree in the social or behavioral sciences; business, public administration, or hospital administration; nursing; or a closely related field. **Considerable responsible administrative and/or supervisory experience (48 months or more)** in planning, coordinating, and/or directing services and programs in a hospital setting.

➤ *Preference maybe given for experience in a forensic psychiatric setting*

**KIND OF WORK:** This is highly responsible administrative work, planning, coordinating, and directing services and programs at a state forensic psychiatric facility. Work involves development of overall plans and policies of the facility and responsibility for the implementation of decisions as they apply to services and programs for the patients of the facility. Supervision is exercised over a staff of professional and administrative employees engaged in the operation of the facility. Work is performed independently within the framework of Standard rules, policies, and procedures established by the Department and other agencies. Supervision is received from the Director of Mental Illness Facilities.

**REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:** Knowledge of administration and managerial aspects of Mental Health service delivery and hospital operation; extensive knowledge of Joint Commission requirements applicable to psychiatric hospitals; extensive knowledge of Medicare requirements; extensive knowledge of hospital management, principles, and practices; knowledge of Quality Improvement requirements; ability to plan for budgetary needs; ability to analyze and interpret contract grants, programs, and financial reports; knowledge of program planning, implementation, and evaluation techniques; ability to direct the work of

professional and administrative employees and to establish effective working relationships with subordinates, associates and representatives of the Department of Mental Health and Mental Retardation, as well as other agencies. Ability to react quickly and calmly in emergency situations, the ability to delegate assignments to subordinates and to evaluate their work; as well as good verbal and oral communication skills.

**METHOD OF SELECTION:** Applicants will be rated on the basis of an evaluation of their education, training, and experience and should provide adequate work history identifying experiences related to the duties and minimum qualifications as above mentioned. All relevant information is subject to verification. *Drug Screening Required. Security Clearances will be conducted on prospective applicants being given serious consideration.*

**HOW TO APPLY:** Use an official Application for Professional Employment (Exempt Classification) which may be obtained from any Department of Mental Health/Retardation office or visit the website at: [www.mh.alabama.gov](http://www.mh.alabama.gov). **Only work experience detailed on the application form will be considered. Additional sheets, if needed, should be in the same format as the application. Resumes will not be accepted in lieu of an official application.** Applications should be returned to: **HUMAN RESOURCE MANAGEMENT, DEPARTMENT OF MENTAL HEALTH AND MENTAL RETARDATION, P.O. BOX 301410 RSA UNION BUILDING, 100 NORTH UNION STREET, MONTGOMERY, ALA. 36130**

COPIES OF LICENSE/CERTIFICATIONS SHOULD BE FORWARDED WITH YOUR APPLICATION OR FURNISHED DURING INTERVIEW. ***AN OFFICIAL COPY OF ACADEMIC TRANSCRIPTS IS REQUIRED AND MUST BE FORWARDED BY THE COLLEGE OR UNIVERSITY TO THE PERSONNEL DEPARTMENT AT THE ABOVE ADDRESS. DRUG SCREENING REQUIRED.***

***DEADLINE FOR RECEIVING APPLICATIONS: UNTIL FILLED***

FOR FURTHER INFORMATION AND ASSISTANCE REGARDING THIS ANNOUNCEMENT  
CALL: 334-242-3112